

IowAccess Project 7

Work Plan

Activity	Date to be Accomplished	Responsible Entity	X
Attend Orientation Session at DMACC and: Complete project team assignments Complete work plan & project plan Plan and schedule meetings	May 20-21, 1997	All Project Teams Citizen Council Steering Committee IITT Work Groups	X
Determine the outside resources necessary and incorporate into work plan, business plan, and budget	June 1, 1997	Project Teams	X
Identify ways the team will communicate with each other & other interested groups and incorporate into work plan -set meeting dates -establish phone\email links	June 1, 1997	Project Teams	X
BLIC database updates mailed out	June 6, 1997	Project Lead	X
Initial meeting with Project 9 Lead	June 6, 1997	Project Lead	X
Project Team Membership filled & co-lead selected	June 9, 1997	Project Leads	X
Project Plan, Work Plan, and Project Budget Completed (First Version)	June 9, 1997	Project Teams	X
Work Plan Completed (First Version)	June 9, 1997	Project Teams	X
BLIC customer survey mailed out	June 13, 1997	Project Lead	X
Initial meeting with Project 11 Lead	June 13, 1997	Project Lead	X
Project Plan & Work Plan Sent to Steering Committee, post on web page	June 13, 1997	SPPG (Amy, Tori, Gina, Cheryl)	X
FAXBack system BLIC programming begin	June 13, 1997	Project Lead	X
Present Business Plan, Work Plan, & Budget to Steering Committee Meeting -- Committee will provide constructive feedback on project	June 19, 1997	Steering Committee Project Team Leads SPPG	X
BLIC WWW site\link review	June 20, 1997	Project Lead	X
Present Business Plan, Work Plan, & Budget to Citizen Council Meeting (afternoon) -- Council will provide constructive feedback on project	June 26, 1997	Citizen Council SPPG	X

Project Team Meeting	July 9, 1997	Project Team	X
Update workplan & send to SPPG	July 11, 1997	Project Team Leads	X
Adjust plans as necessary to reflect comments of Steering Committee	July 17, 1997	Project Team	X
Complete Progress Report -- Note changes made in project plan and quarterly report -- and reasons made. <i>We want to track responsiveness to citizen concerns</i>	July 17, 1997	SPPG, with input from Project Team Leads	X
Present project plan, work plan, and budget to Steering Committee	July 18, 1997	Project Leads	X
Adjust plans as necessary to reflect comments of Steering Committee & Citizen Council	July 25, 1997	Project Leads	X
Send out final workplans, project plans, and budgets -- describing how they were changed to reflect citizen comments	July 30, 1997	SPPG, Project team leads	X
BLIC customer survey summarized	July 31, 1997	Project Lead	X
Submit final drafts of project plans, workplans, and budgets to staff	July 31, 1997	Project Leads	X
Identify project members willing to attend public meetings around the state, and participate in local press meetings	July 31, 1997	Project Team	X
BLIC license\permit analysis completed	Aug. 4, 1997	Project Lead	X
FAXBack system BLIC testing begin	August 4, 1997	Project Lead	X
RFP specifications drafted	August 11, 1997	Project Lead	X
Analysis of linkage between BLIC and licensing agencies begins	August 12, 1997	Project Lead	X
Statewide community meetings	August 11 - 13, 1997	SPPG, ITS, Team Members	X
Project Team Meeting	August 13, 1997	Project team	X
Update workplan and submit to staff	August 14, 1997	Project team leads	X
ISAC contacted for feedback on local issues	August 21, 1997	SPPG, Project lead	X
Assess project impact on state budget, and provide information to Steering Committee	September 3, 1997	Project Teams, SPPG	X
Draft RFS to select consultant	September 9, 1997	SPPG, ITS, Project leads	X
Meet with Dept of Commerce licensing staff	September 15, 1997	Project leads	X
Begin determining level of participation in pilot by state agencies	September 15, 1997	Project Leads	X

Begin determining level of participation in pilot by local entities	September 15, 1997	Project Leads	X
Begin determining level of participation in pilot by federal agencies	September 15, 1997	Project Leads	X
Report to Citizen Council on Project 7	September 19, 1997	Project Lead	X
Develop Legislative budget request	September 30, 1997	Project Lead	X
Progress report provided	October 3, 1997	Project Lead	X
Project Team meeting	October 8, 1997	Project Team	X
IowAccess co-leads meeting	October 15, 1997	Project Leads	X
Draft business survey	October 24, 1997	Project Leads, SPPG	X
Finalize RFS to select consultant	November 7, 1997	Project Lead	X
Vendors conference	November 14, 1997	Project Lead	X
Presentation to Small Business Advisory Council	December 3, 1997	Project Lead	X
American Computer Services (ACS) selected as project consultant	December 8, 1997	Project Leads	X
Project Team meeting	December 10, 1997	Project Team	X
ACS begins work on project	December 17, 1997	Consultant, Project Lead	X
Meeting on project status and progress	January 7, 1998	ITS, Project leads, SPPG, consultant	X
Initial BLIC team meetings. Project introduction and initial scope definition. The scope defines the boundaries of what will and will not be done by the project team. Furthermore, during scope definition, appropriate personnel from the various user and technical organizations are identified.	January 7, 1998	Project lead, consultant, users	X
Meet with IWD concerning licensing issues	January 14, 1998	Project Lead, consultant	X
Adjust work plans, project plans, and budgets as necessary	January 16, 1998	Project lead	X
Meet BLIC team members individually and in small groups to define scope and define system requirements. The requirements definition details the system data and the relationships between data and describes the business rules and procedures that affect the data.	Week of January 12 th , 1998	Consultant, users	X
Meet Regulatory Guide team members to define scope and system requirements.	Week of January 12 th , 1998	Consultant, users	X

Finalize BLIC scope. The executive sponsors approve and sign-off on the project scope.	January 23, 1998	Project leads	
Meet business clients to gather BLIC system requirements	Week of January 19 th , 1998	Consultant, users	
Meet business clients to gather Regulatory Guide system requirements	Week of January 19 th , 1998	Consultant, users	
Meet business clients to gather Professional License system requirements	Week of January 19 th , 1998	Consultant, users	
Deliver BLIC sample deliverables. Samples enable the project team to visualize the system processes and data.	January 30, 1998	Consultant	
Review BLIC statement of work. The statement of work contains the detailed scope, assumptions, departmental impacts, deliverables, time estimates, implementation approach and programming specifications to be delivered.	February 6, 1998	Project leads, consultant	
Finalize BLIC statement of work. The executive sponsors approve and sign-off on the statement of work.	February 13, 1998	Project leads	
Review Professional License statement of work.	February 13, 1998	Project leads, consultant	
Review Regulatory Guide statement of work.	February 13, 1998	Project leads, consultant	
Finalize Regulatory Guide statement of work. The executive sponsors approve and sign-off on the statement of work.	February 20, 1998	Project leads	
Finalize Professional License statement of work. The executive sponsors approve and sign-off on the statement of work.	February 20, 1998	Project leads	
Progress Report Completed	March 6, 1998	SPPG, with input from project leads	
Project Team meeting	March 11, 1998	Project Team	
Present implementation progress & ongoing evaluation plans to Steering Committee Meeting	March 1998	Steering Committee, ITS, Project leads, SPPG	
Present implementation progress & ongoing evaluation plans to Citizen Council Meeting	March 1998	Citizen Advisory Group, ITS, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Council and Steering Committee feedback	March 1998	Project team lead, SPPG	
Project Team meeting	May 13, 1998	Project Team	
Progress Report Completed	June 5, 1998	SPPG, with input from project leads	

BLIC and RG components complete	June 30, 1998	Project Team, COGS, local government, IDED, consultant	
Project Team Meeting	July 8, 1998	Project Team	
Assess state budget impacts and needs for inclusion in budget/revenue packages	September 1, 1998	Project team leads, SPPG	
Complete final report & presentation package which identifies outcomes and evaluates success - and demonstrates responsiveness to public comments The final plan will show next steps and spin-off projects -- and will identify implications for state budgeting, processes, and other important issues	September 1, 1998	Project teams, SPPG	
Present final reports to Steering Committee	September, 1998	Steering Committee, ITS, Project leads, SPPG	
Present final reports to Citizen Council	September, 1998	Citizen Council, ITS, Project leads, SPPG	